NOTICE OF PROPOSED CLASSIFICATION ACTIONS
BY
THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 46  
**Fiscal Year:** 2013/2014  
**Posted Date:** 05/30/2014  
**Reposted Date:** 09/02/2014

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached.)*

<table>
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<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>8274</td>
<td>Police Cadet</td>
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For additional information regarding this proposed classification action, please contact Megan Siems, Senior Classification and Compensation Analyst, at (415) 557-4898 or by email at megan.siems@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Jennifer Johnston, CSC  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
E-File
Title: Police Cadet
Job Code: 8274

INTRODUCTION

Under supervision, and in accordance with well-defined policies and procedures, assists in performing various routine phases of police work non-law enforcement duties and responsibilities, including maintaining building and area security in assigned work locations. In addition, the incumbent performs a variety of related clerical support tasks, and performs job related duties as assigned.

Requires normal responsibility for: Following established methods and procedures and oral and written instructions; preparing routine records and reports; dealing courteously and tactfully with the general public, police officers and other employees of the Police Department.

DISTINGUISHING FEATURES

A Police Cadet is a civilian employee of the Police Department who normally wears a uniform and badge and may be required to carry weapons under certain circumstances. The basic function is to relieve sworn personnel of a variety of non-law enforcement routine tasks which do not require the training or status of a Q2 Peace Officer. Incumbents must adjust to the environment, discipline and procedures common to District Stations and other police facilities. Assignments may include assisting sworn personnel with routine tasks to include the custody of evidential property.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Directs and controls traffic; trains and directs Junior Traffic Patrol and School Crossing Guards;
2. Accepts and processes complaints received at the counter or by telephone.
3. Answers telephone, takes calls, takes phone messages, and dispatches police vehicles, if needed;
4. Performs clerical duties such as ordering, receiving and distributing supplies, processing mail, preparing reports, indexing and filing criminal records, correspondence and reports;
5. Release prisoner’s property; maintain records of stolen and recovered automobiles; issues automobile releases, and maintains log book during assigned shift;
Title: Police Cadet
Job Code: 8274

6. Operate and monitor metal detectors and video surveillance equipment in building security assignments;

7. Search handbags, briefcases, backpacks and other containers;

8. Provide directions and other information to persons entering public buildings;

9. Perform related non-law enforcement duties as assigned

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Requires a general knowledge of: The role and function of a law enforcement agency; customer service and office procedures and practices.

Requires the ability to: Learn and understand police department rules, regulations, instructions, laws and policies; communicate orally with people of diverse education, social and ethnic backgrounds; write clear, legible and grammatically correct reports in English; gather, record, evaluate and draw logical conclusion(s) from verbal information; establish and maintain effective working relationships with a wide variety of people; walk and/or stand for long periods of time; understand and follow oral and written instructions; ability to organize and maintain records; and deal courteously but firmly with the public, and get along well with others.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Persons appointed to positions in the category must meet the basic standards established for Q2 Police Officer. Requires graduation from high school or successful completion of an equivalency test (GED or California High School Proficiency Exam) and must be enrolled or agree to enroll in a course of study approved by the Police Department in an accredited University, College or Junior/Community College.

LICENSE AND CERTIFICATION

Requires the possession of a valid Driver's License issued by the California Department of Motor Vehicles and a good driving record.

SUPPLEMENTAL INFORMATION
Title: Police Cadet
Job Code: 8274

PROMOTIVE LINES

ORIGINATION DATE: 4/22/68
AMENDED DATE: 8/XX/14
REASON FOR AMENDMENT: To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN